

Chief, Administrative Staff

APR 6 - 1954

Records Management Officer

Proposed Discontinuance of Agency "Administrative Files"

1. In the course of making records surveys of the Mail and Courier Branch, Administrative Staff, it was observed that an existing procedure known as "Administrative Files" is outmoded and relatively inactive.
2. The only known existing requirement for this procedure is Page 2 and 3 of the Agency Correspondence Manual dated April 1952. The manual calls for a yellow tissue "Administrative Files" copy of correspondence. It is understood that this requirement was intended to apply only to correspondence going outside the Agency, or of a policy nature, and that such copies were to be forwarded by the signer to a central point of filing (Mail and Courier Branch), presumably for centralized reference.
3. Over a period of several years various components of the Agency have gradually discontinued sending copies of correspondence to this central file. Other components, such as DCI, OCD, OO, DD/A and DD/I, send some material for filing but obviously not copies of all outgoing documents. Other copies are always maintained in files closer to the originating elements. Calls for reference to this file have dwindled to an average of one or two per month.
4. It is suggested that since this procedure crosses the lines of other organizational components, Management Improvement Staff be requested to evaluate the merit of discontinuing the system, and that if discontinued, an Agency Notice to that effect be issued.

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